**Une image contenant plein air, ciel, avion, montagne

Description générée automatiquement**

Support for First Nations climate leadership

**Project Proposal Template**

This initiative is funded by the Government of Quebec as part of the 2030 Plan for a Green Economy

**Une image contenant capture d’écran, noir, Police

Description générée automatiquement**

This initiative, funded by the Government of Quebec as part of the 2030 Plan for a Green Economy, aims to support First Nations community projects to strengthen First Nations leadership in the climate transition.

Purpose of the project proposal template

The purpose of this document is to serve as an **example** of a project proposal that could be submitted to the FNQLSDI as part of the initiative to support First Nations climate leadership. You can use this template or submit your proposal in another format if that works better for you.

Project proposals will be reviewed by an independent committee of First Nations climate change experts. The committee will be responsible for deciding which projects receive funding.

You will find the list of **selection criteria** in the appendix. Please include these in your project proposal regardless of the submission format you choose to use. You will also find an optional component that could be considered an asset to your project(s).

## Your project proposal must include:

1. Information about the organization responsible for the project
2. Information about the project
3. The project work plan and estimated timeline
4. Information about the project team
5. Information about any external partners
6. A provisional budget for the project

# Need help?

Help is available to all applicants who need it. We’re here to help you develop and prepare your project proposal and support you at every stage of your project. For more information or if you have any questions, please contact Laura Normandin–Bellefeuille, our climate change project leader, at [**changementsclimatiques@iddpnql.ca**](mailto:changementsclimatiques@iddpnql.ca).

You can also call us at **418-843-9999**. We’ll be happy to answer your questions and discuss your ideas, your project, and any concerns.

1. Information about the organization responsible for the project

|  |  |
| --- | --- |
| Project title: | |
| Organization: |  |
| Address and postal code: |  |
| Contact person(s): | If there is more than one contact person, provide the names of each one |
| Title/Position of contact person(s): |  |
| Contact details: | Please provide an email address and phone number for each contact person |
| Application date: |  |
| Amount requested: |  |
| Estimated project timeline (dates): |  |
| Brief project summary: |  |

2. Information about the project

Below are some questions that tie in with the project selection criteria. Please be sure to include your answers to all of these questions in your submission, regardless of the format you choose to use.

### 2.1 Background and history:

*Explain why this project is important for your community or your organization. What needs and priorities does it address? Is it a continuation of a previous project? If so, briefly describe the previous project and how it relates to this project**.*

### 2.2 Project description and goals:

*Describe your project and explain its goals.*

### 2.3 Relationship to climate change:

*Explain how your project relates to climate change.*

*How will your project:*

* *Increase your community’s resilience to the impacts of climate change?*

AND/OR

* *Support your community’s efforts to develop a climate change mitigation plan?*

AND/OR

* *Promote climate-related capacity building and training?*

AND/OR

* *Support the acquistion of climate change knowledge and expertise?*

### 2.4 Participatory approach and capacity building:

*Explain how your project will engage your community or organization. How will your project allow your community or organization to develop its capacities/knowledge/skills**?*

### 2.5 Valuing of Indigenous knowledge:

*Explain how Indigenous knowledge will be valued in your project.*

### 2.6 Project deliverables, benefits, and communications:

*What are the intended deliverables and benefits of your project? How will you share information about the project with the community, partners, and/or interested parties**?*

**Is there anything else you’d like the selection committee to know about your project? Please share any other comments or details you’d like us to know about your project. You can also** **attach supporting documents as needed.**

3. Project work plan and estimated timeline

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Here’s a sample work plan. It describes a project’s key stages and actions to show how the project’s goals will be achieved. You can add rows to the table as needed.  *This table is provided as a tool for your use. However, you are welcome to submit your project* *work plan and estimated timeline in whatever format works best for you.* | | | | |
| Key stages | | **Action descriptions** | **Estimated timeline** | **Expected outcomes and deliverables** |
| 1 | *Example: Project coordination* | *Example: Hire and train a project manager* | *Summer 2024* | *– Employee hired and trained* |
| 2 | *Example: Knowledge gathering* | *Example: Review literature and interview Elders to determine the priority actions for developing a climate plan* | *September 2024* | *– Literature review completed*  *– Interviews with Elders conducted* |
| 3 | *Example: Reporting* | *Example: Draft the final report for the FNQLSDI* | *June 2026* | *– Report submitted and outcomes presented* |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

4. Project team information

|  |  |  |
| --- | --- | --- |
| Provide details about the contact person and the people who will be on the project team. If you don’t know who will be on the project team yet, you can write “to be determined” and explain how you will choose them. You can add rows to the table as needed.  *This table is provided as a tool for your use. However, you are welcome to submit information about the project team in whatever format works best for you.* | | |
| Name and title | **Organization** | **Project role** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 5. External partner information

|  |  |  |  |
| --- | --- | --- | --- |
| If applicable, provide details about anyone else who will be involved in the project, such as university researchers, consultants, non-profit organizations, municipalities, etc. You can add rows to the table as needed.  *This table is provided as a tool for your use. However, you are welcome to submit information about external partners in whatever format works best for you.* | | | |
| Name and title | **Organization** | **Project role** | **Type of involvement** |
|  |  |  |  |
|  |  |  |  |
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6. Provisional budget

An Excel template for a provisional budget is available [here](https://iddpnql.ca/wp-content/uploads/2024/05/provisionalbudget-2030pge-en.xlsx).

Appendices

## Selection criteria

To be considered for selection, a project must meet the following criteria:

|  |
| --- |
| Quality of the project proposal |
| The situation and reasons for the project are well defined  The project objectives are realistic  The project meets the selection criteria  The work plan and estimated timeline make sense and are realistic |
| Community priorities |
| The proposal demonstrates that the project will address a need identified as a priority by the community |
| Relationship to climate change |
| The project will increase your community’s resilience to the impacts of climate change  AND/OR  The project will support your community’s efforts to develop a climate change mitigation plan  AND/OR  The project will promote climate-related capacity building and training  AND/OR  The project will support the acquisition of climate change knowledge and expertise |
| Participatory approach and capacity building |
| The proposal demonstrates that the project will support capacity building in the organization/community  The proposal demonstrates that local actors will be responsible for the project  Community members will be involved in the project |
| Valuing Indigenous knowledge |
| The proposal demonstrates that the project will value Indigenous knowledge |
| Project deliverables, benefits, and communications |
| The project deliverables make sense and are realistic  The benefits of the project tie in with the goals of this funding initiative  The proposal describes the types of communications that will be used to share and disseminate project information |

Optional component

The project selection committee values collaboration between communities and sees this as a project asset.

|  |
| --- |
| Collaboration between communities |
| Here are some examples:   * The project will involve sharing knowledge and tools with other communities * The project will benefit other communities * The project will allow communities to work together more effectively |